



CASWELL COUNTY

"Preserving the Past, Embracing the Future"

POSITION VACANCY

Position Available: Part-Time Community Service & Restitution Coordinator
Date Position Available: Pending 2013-2014 Budget Approval (Grant Funded)
Department: Caswell County Parks & Recreation

Primary Duties:

This position is responsible for managing the Community Service and Restitution Program working directly with Juvenile Court Counselors, School Resource Officers, other Law Enforcement, parents/guardians and youth. The Coordinator will receive referrals, complete intake process and meet with parents/guardians and youth to explain procedures and requirements. The Coordinator is responsible for organizing and overseeing the program activities, securing work sites and volunteers.

Knowledge, Skills and Abilities:

- Extensive knowledge of agency programs and work unit procedures, policies and requirements.
- Ability to communicate effectively both orally and in written format.
- Ability to maintain an effective working relationship with judicial staff, schools staff, law enforcement, co-workers, parents and youth.

Physical Requirements:

Must be physically able to perform basic life functions. Work may involve light to medium force occasionally, in filing and storing documents. Employee must have the physical agility to move about freely. Employee must have visual acuity to be able to read and write handwritten and typed material. An employee in this class must be able to talk and hear in order to respond effectively to the public and other employees.

Training and Experience Required:

Prefer at minimum an associate degree in related field. Minimum requirements include a high school diploma and 5 years experience involving juvenile restorative programs. Efficiency in general office duties, proficient computer skills and program data entry is required.

Posting Date: June 14, 2013

Closing Date: June 27, 2013 5:00 pm

If interested and qualified please submit a Caswell County application (located on county website: caswellcountync.gov).

Mail to Caswell County Human Resources, PO Box 98, Yanceyville, NC 27379